

**CITY OF RHINELANDER  
FINANCE, WAGE, AND SALARY COMMITTEE MEETING  
MONDAY, MAY 3, 2010 – 5:42 pm  
CITY HALL MEETING ROOM**

- I. **Call to Order and Roll Call**  
**Members Present:** Pelletier, Belliveau, Young, Salzer and Gleason  
**Members Absent:** None  
**Others Present:** Administrator Bell, Ald. Kelly, Kevin Boneske Rhinelander Daily News, Clerk/Treasurer Richardson, Police Chief Steffes, Parks Director Paulsen, Finance Director Ostrander, Ald. Freudenberg, Fire Chief Williams, Fred Bersch of Concord Development, Sean Lentz of Ehlers & Assoc. and Lisa Kuczmarski.
- II. **Review of Open Session Meeting Minutes from April 5, 2010**  
**GLEASON/YOUNG TO APPROVE THE MINUTES OF APRIL 5, 2010. ALL AYE, 0 NAY, 1 ABSTENTION (SALZER); MOTION CARRIED.**
- III. **City Administrator Monthly Activity Report**  
Bell reported on the 2 day CVMIC Supervisory Training on April 8<sup>th</sup> and 9<sup>th</sup>, and the ICSC Expo which yielded several good contacts and an idea of how to tailor the City's marketing efforts to developers. Bell stated that at the Leadership Oneida County Business and Tourism day he presented the City's Downtown Works program, the City's Revolving Loan Fund and the Oneida County Economic Development Corporation (OCEDC). He also presented awards at the OCEDC Annual Meeting. Bell stated the outcome of the Earth Week Community Day event held on April 24, 2010 was very positive. Over 90 people came to help with 5 different clean-up projects. Bell thanked Paulsen for his assistance.
- IV. **Unfinished Business:** None.
- V. **New Business:**
  - A. **Discuss changes to City Hall Operating Hours**  
Bell stated considering a change in operating hours would save on City Hall's operating expenses. He proposed 7:30 am to 6:00 pm Monday – Thursday, and City Hall being closed on Fridays. He explained this would increase customer service by extending work week hours to allow people to pay fees, utility bills or meet with staff before and after normal working hours Monday – Thursday. Cost savings will be realized by not operating air conditioning and electricity etc. for one day a week during the summer hours, as well as by saving the cost of overtime for secretaries to take minutes during meetings scheduled after 4:30 pm. Pelletier stated that having Fridays available for Department Heads to be here without the interruptions would also help to stay on top of workload. Bell stated that most likely, many department heads would be working on Fridays, as their work weeks are typically 55-60 hours currently. This extra day of uninterrupted office work time would also allow for necessary paperwork to get done without required weekend work by some department heads.  
  
Belliveau asked if anyone had thought of a rotating day off rather than being open for only Mondays through Thursdays. She felt the public expects City Hall to be open 5 days a week. Pelletier stated he has heard from several citizens who would be accommodated by the extended hours. Salzer stated he felt the extended hours would also be beneficial to the public and the total number of "open" hours would be the same at City Hall.  
  
Belliveau felt a survey of the public would be beneficial. Mayor Johns asked if Bell had contacted the Department Heads to ask them how this would impact their operations. Bell stated he had and there was no significant opposition to the change from either staff or Department Heads. Belliveau again stated she would like to see public input taken into consideration when making this decision.  
  
Pelletier stated and Young agreed to having Bell calculate the cost savings for City Hall so it can help the committee to make a decision. Belliveau stated the City may as well look at furlough days. Bell explained that furlough days cut levels of service to the public, whereas this proposal actually extends levels of customer service without adding hours to the current work week.



**BELLIVEAU/ SALZER TO AUTHORIZE A PUBLIC SURVEY VIA WEBSITE AND U.S. MAIL TO ASCERTAIN PUBLIC OPINION OF A 4 DAY, 10 HOUR/DAY CITY HALL WORK WEEK AFTER OSTRANDER AND BELL HAVE CALCULATED THE ESTIMATED SAVINGS OF SAID SCHEDULE. ALL AYE, 0 NAY; MOTION CARRIED.**

**B. Discuss/Approve John Wanta Builders Pay Requests #3 & #4 for the EMS Expansion Project**

Chief Williams detailed the pay requests and explained what items MSA looks for in regards to the work done. Chief Williams explained that the contractor would not make the completion date. Mayor Johns asked if the City should seek the penalty. Chief Williams stated upon his recommendation, MSA will aggressively seek it from the contractor. Mayor Johns asked what the anticipated extension to the deadline would be. Chief Williams stated he would be surprised if the project was complete two weeks after the original deadline.

Mayor Johns stated MSA should pursue the liquidated damages.

**PELLETIER/ SALZER TO APPROVE THE JOHN WANTA BUILDERS PAY REQUESTES #3 & #4 IN THE AMOUNTS OF \$126,417.21 AND \$56,700.18 RESPECTIVELY FOR THE EMS EXPANSION PROJECT. ALL AYE, 0 NAY; MOTION CARRIED.**

Discussion on how the funds are released. Belliveau asked for clarification on the hold back amounts and how it is reported on the pay request. Williams explained how the amounts change when MSA authorizes work.

**VI. Matters of Emergency/Informational Nature - None**

**VII. Approval of Bills and Claims**

Belliveau asked what the dry cleaning charges were for. Chief Williams explained it was for the RFD'S bunker gear. Belliveau also asked what the Occupancy reimbursement was for. Chief Williams explained it is the security deposit they require for occupancy applications. He stated there are times when the deposit is returned to the applicant.

Chief Steffes reported on his department's training expenses. Ald. Gleason asked about boat dock repair expenses. Paulsen explained.

**BELLIVEAU/ GLEASON TO APPROVE THE BILLS AND CLAIMS IN THE AMOUNT OF \$230,127.46, ALL AYE, 0 NAY; MOTION CARRIED.**

**VIII. Future Agenda Requests and Meeting Date**

It was requested that City Hall operating hours be discussed at the next regular finance meeting. It was noted that Water Utility meetings have been moved to Tuesdays. The next regularly scheduled Finance meeting will be held Monday June 7<sup>th</sup> at 5 pm.

**A. The Committee may enter Executive Session pursuant to Wisconsin Statute 19.85(1)(e) for the Purposes of Negotiating the Purchase of Public Property and Investment of Public Funds  
GLEASON/YOUNG TO ENTER INTO EXECUTIVE SESSION PURSUANT TO WI STATS 19.85(1)( e) FOR THE PURPOSES OF NEGOTIATING THE PURCHASE OF PUBLIC PROPERTY AND INVESTMENT OF PUBLIC FUNDS. ALL AYE, 0 NAY; MOTION CARRIED.**

**BELLIVEAU/GLEASON TO ADJOURN FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. ALL AYE, 0 NAY; MOTION CARRIED.**

**B. Discuss/Approve Pre-sale Report for \$1,285,000.00 Taxable General Obligation Refunding Bonds, Series 2010A**

**SALZER/PELLETIER TO APPROVE THE PRE-SALE REPORT FOR \$1,285,000.00 TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2010A. ALL AYE, 0 NAY; MOTION CARRIED.**

Pelletier asked Lentz and Bell when the next budget meeting would be held. Lentz proposed the end of May if possible. Bersch thanked the committee for their help.

- C. The Committee may enter Executive Session pursuant to Wisconsin Statute 19.85 (1)(e) to Approve Executive Session Minutes from April 5, 2010 and to Discuss Procedures for Preparing Executive Session Minutes

**GLEASON/YOUNG TO ADJOURN INTO EXECUTIVE SESSION PURSUANT TO WI STATS 19.85(1) (e) TO APPROVE EXECUTIVE SESSION MINUTES FROM THE APRIL 5, 2010 MEETING AND TO DISCUSS PROCEDURES FOR PREPARING EXECUTIVE SESSION MINUTES. ALL AYE, 0 NAY; MOTION CARRIED.**

**YOUNG/BELLIVEAU TO APPROVE EXECUTIVE SESSION MINUTES OF APRIL 5, 2010 WITH THE ADDITION OF OSTRANDER TO MEMBERS PRESENT LISTING AND SPEEDEE DELIVERY SPELLING CHANGE. ALL AYE 0 NAY; MOTION CARRIED.**

**YOUNG/GLEASON TO ADJOURN FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. ALL AYE, 0 NAY; MOTION CARRIED.**

**IX. Adjournment**

**YOUNG/GLEASON TO ADJOURN THE MAY 3, 2010 FINANCE, WAGE AND SALARY COMMITTEE MEETING AT 7:02 PM. ALL AYE 0 NAY; MOTION CARRIED.**

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